

# EMPLOYMENT OPPORTUNITY

## CITY OF LONGBEACH



### **Executive Assistant** OFFICE OF THE CITY CLERK

*The City of Long Beach is seeking an energetic, organized, flexible, and personable individual to provide exceptional service for the Office of the City Clerk.*



## THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY 2015-16 budget of approximately \$2.7 billion, with the General Fund budget totaling \$412 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



## OFFICE OF THE CITY CLERK

The Office of the City Clerk administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. We act as a compliance officer for

federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions. The Department maintains a staff of 16 employees, and has an operating budget of \$2.9 million.



## THE POSITION

The Executive Assistant is an at-will management position that reports directly to the City Clerk and is responsible for secretarial and administrative support. The Executive Assistant is expected to exercise a high degree of strict confidentiality, initiative, and resourcefulness. This demanding position requires an energetic, organized, flexible individual who responds well in a fast paced environment and has exceptional customer service skills. Specific duties include:

- Composes, edits and coordinates Departmental correspondence, i.e., letters, memoranda, and City Council Letters;
- Manages the Director's calendar, filing system, arrange meetings, and coordinates travel arrangements for management personnel;
- Serves as the Department's liaison to provide information and assistance to the public, elected officials, support organizations, the City Manager's Office, and other City departments, including Human Resources;
- Coordinates and tracks Department workflow, including requests for information, reports, Incident Reports, and Bureau assignments;
- Leads and coordinates Department support staff functions to ensure consistent and professional procedures and standard practices are utilized throughout the Department;
- Works independently, exercises sound judgment and flexibility, and manages multiple assignments within a fast-paced environment;
- Answers phones and directs incoming mail;
- Interprets departmental policy to the public and department personnel;
- Processes payroll and other financial management transactions;
- Assists with purchasing;
- Assists with administrative and council hearings;
- Manages council chamber and lounge reservation system; and
- Maintains a positive work environment and works cooperatively as a team member.

## THE IDEAL CANDIDATE

The ideal candidate will have an extensive background in supporting executives, preferably within municipal government, dealing with complex, time sensitive and confidential projects and tasks. The candidate will thrive in a fast-paced, deadline oriented environment while maintaining superior time management, prioritization, organizational and multi-tasking skills. The individual must be professional, diplomatic and demonstrated experience and ability handling confidential issues in a professional manner with tact and diplomacy. He or she should have knowledge of human resources best practices. The ideal candidate will be capable of maintaining effective working relationships at all levels of the organization. The successful applicant will be expected to pass a comprehensive background investigation and must possess a valid California Driver License by date of appointment.

### Experience + Education

1. Five years of progressively responsible secretarial and/or office management experience. Public sector experience is highly desired.
2. Advanced level Microsoft Office skills (Word, Outlook, Excel, and Powerpoint)
3. Graduation from an accredited university or college with a Bachelor's degree is preferred.

#### Professional Attributes: The attributes that best describe the new Executive Assistant:

- |   |  |
|---|--|
| ▪ Highly organized, multi-tasker                            | ▪ Ethical with a high level of integrity       |
| ▪ Effective communicator with superior interpersonal skills | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated  | ▪ Dedicated to quality service                 |
| ▪ Strong writing and proof reading skills                   | ▪ Creative, strategic thinker                  |
| ▪ Personable  | ▪ Strong project management / technical skills |
| ▪ Flexible  | ▪ Exercises good judgment                      |

## SALARY + BENEFITS

The midpoint for this position is \$60,000. Salary is commensurate with work experience. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

## APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Friday, January 8, 2016**. To be considered for the position, please submit a letter of interest, resume, and supplemental questionnaire (see attached) via email, with "Executive Assistant Application" at the start of your subject line, to: **cityclerk@longbeach.gov**. **Applications can also be mailed and faxed to:**

ATTN: Job Recruiter  
Office of the City Clerk  
333 W. Ocean Blvd., Lobby Level  
Long Beach, CA 90802  
FAX: (562) 570-6789

The City anticipates inviting a smaller group of finalists for an interview by mid-January, with an appointment anticipated no later than February 2016, following the completion of thorough reference, criminal background, and occupational health checks. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

## EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

This information is available in an alternative format by request to the Office of the City Clerk at (562) 570-6101. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or call (562) 570-6101.

# Executive Assistant

## OFFICE OF THE CITY CLERK

### SUPPLEMENTAL QUESTIONNAIRE

CANDIDATE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

#### General Information

Before completing this form, carefully read the job summary.

#### Instructions for Completion

Complete the Supplemental Questionnaire form by responding to the questions listed below. Your responses to each question should be typewritten or legibly printed. Each response must be filled out completely. Resumes and cover letters submitted without the Supplemental Questionnaire will be considered incomplete and will not be accepted.

**ATTACH ADDITIONAL PAGES OR COPY AND PASTE ADDITIONAL SECTIONS AS NECESSARY.**

1. Do you have a Bachelor's degree from an accredited college or university?

☐ Yes, College/University: \_\_\_\_\_ Major: \_\_\_\_\_

☐ No

2. Describe your experience as Executive Assistant.

Dates of experience: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Employer or Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe your level of responsibilities:

CANDIDATE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

3. Describe your experience in building and successfully maintaining professional relationships within an organization or various governmental jurisdictions, public officials, or private agencies. How did these relationships benefit your employer/organization?

Dates of experience: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Employer or Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe your experience below:

4. Describe your experience writing letters or memoranda.

Dates of experience: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Employer or Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe your experience below:

5. Describe your experience in accounting, payroll, purchasing, or other financial management transactions.

Dates of experience: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Employer or Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe your experience below:

6. If applicable, describe your experience working in the field of elections. If none, write **"NONE"** in the space designated for the description.

Dates of experience: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Employer or Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe your experience below:

This Supplemental Questionnaire must be attached, emailed, or faxed along with your resume and cover letter for this examination. It is the obligation of each applicant to make sure that his/her application is received before the examination closes.

### **CERTIFICATION**

I hereby certify that all statements provided in this Supplemental Questionnaire form are true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information I have provided on this form. I understand that any falsification or omission of material facts disqualifies me from further consideration for this examination.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date